



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2022-031

DATE: July 25, 2022

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan

Please be advised that changes will be made to the State Civil Service Classification and Pay Plan as proposed in [General Circular No. 2022-023](#). These changes were considered and approved by the State Civil Service Commission at the public pay hearing on July 6, 2022. Also, where necessary, the Governor has granted approval. The official job specifications will be available on the State Civil Service [Job Information and Test Finder](#) by the close of business on the effective date. For an outline of these changes, please refer to the attached implementation instructions.

EFFECTIVE DATE OF CHANGES: AUGUST 22, 2022

Human Resources professionals at state agencies should ensure that any pending personnel actions for incumbents occupying positions affected by these changes are completed prior to the effective date. In addition, active eligible lists will no longer be valid after the effective date for positions that are job corrected to a different job title. Agencies should take the necessary hire actions prior to the effective date of these changes or be subject to reposting the vacancy.

If there are any questions concerning the subject matter of this General Circular, you may contact State Civil Service Chief Operating Officer, Nicole Tucker at Nicole.Tucker@la.gov or (225) 342-8272.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director

IMPLEMENTATION INSTRUCTIONS FOR PAY PLAN CHANGES RESULTING FROM THE JULY 6, 2022 PAY HEARING

Please review the following sections in order to determine the applicable instructions for your agency. If job corrections are required by SCS, position descriptions for affected positions shall be submitted to SCS within 90 days following the effective date. All positions job corrected within the 90-day implementation period shall have an effective date of August 22, 2022. Pay for employees subject to job correction shall be determined in accordance with State Civil Service Rule 6.8.1, Pay Upon Job Correction.

Please note that significant duty changes should not be present when submitting a position for job correction. If significant duty changes are required at the time of implementation, it will be necessary to consult with SCS prior to submitting positions.

NEW JOBS FOR ADDITION TO THE PAY PLAN

Implementation Instructions for New Jobs:

New Job Title to Encompass Existing Job Function – Existing classified positions that currently perform duties that align with these job functions, but are allocated to a job title in another series, are required to be submitted to SCS for job correction. Positions shall be subject to job correction even after the 90-day implementation period. Agencies shall ensure that all appropriate changes are made in the respective HR system.

New Job Concept That Previously Did Not Exist – If there is a new job concept that resulted in the creation of a new job title; these will be created as new positions.

New Level in a Career Progression Group – If the new job title will result in a change in the position's career progression group, i.e. a new level that previously did not exist, SCS will job correct the position to the highest level in the CPG that the duties support. The agency can then reallocate, at their discretion, in accordance with their revised agency CPG criteria.

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	OCC GRP CODE
175670	ELECTION TECHNICIAN REGIONAL COORDINATOR	WS	219	H3
175680	PARK ASSISTANT MANAGER	AS	615	I2
175690	PARK MANAGER A	AS	616	I2
175700	PARK MANAGER B	AS	617	I2
175710	PARK MANAGER C	AS	618	I2
175720	PARKS ADMINISTRATOR	AS	623	I2

JOB PAY GRADE CHANGES TO THE PAY PLAN

Implementation Instructions for Job Pay Grade Changes:

Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary. Employees with a rate of pay below the minimums of their respective pay grade shall be increased to the minimum as of the effective date.

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
139900	MINERAL PRODUCTION ANALYST 1	AS	610	AS	612
139920	MINERAL PRODUCTION ANALYST 2	AS	611	AS	613
139930	MINERAL PRODUCTION SPECIALIST	AS	613	AS	615
139940	MINERAL PRODUCTION SUPERVISOR	AS	615	AS	617
172810	WLF COMPLIANCE ANALYST A ¹	AS	610	AS	612
172820	WLF COMPLIANCE ANALYST B ¹	AS	611	AS	613
172830	WLF COMPLIANCE ANALYST C ¹	AS	612	AS	614
172840	WLF COMPLIANCE SUPERVISOR ¹	AS	615	AS	616

¹ – The job title change for this job code is approved; see Job Title Changes to the Pay Plan.

JOB TITLE CHANGES TO THE PAY PLAN

Implementation Instructions for Job Title Changes:

Existing classified positions currently allocated to these job codes are required to be submitted to SCS for job correction.

JOB CODE	FROM JOB TITLE	TO JOB TITLE
172810	WLF COMPLIANCE ANALYST A	WILDLIFE AND FISHERIES COMPLIANCE ANALYST A
172820	WLF COMPLIANCE ANALYST B	WILDLIFE AND FISHERIES COMPLIANCE ANALYST B
172830	WLF COMPLIANCE ANALYST C	WILDLIFE AND FISHERIES COMPLIANCE ANALYST C
172840	WLF COMPLIANCE SUPERVISOR	WILDLIFE AND FISHERIES COMPLIANCE SUPERVISOR
172850	WLF COMPLIANCE MANAGER	WILDLIFE AND FISHERIES COMPLIANCE MANAGER
172860	WLF COMPLIANCE DIRECTOR	WILDLIFE AND FISHERIES COMPLIANCE DIRECTOR

JOB SPECIFICATION CHANGES

Implementation Instructions for Job Specification Changes:

Existing classified positions currently allocated to these job codes are not required to be submitted to SCS for job correction. However, job codes noted with a superscript are still required to be submitted for job correction due to the approved job title change for the job code.

JOB CODE	JOB TITLE
173300	ELECTION MACHINE MECHANIC

JOB CODE	JOB TITLE
133500	ELECTION TECHNICIAN A
133510	ELECTION TECHNICIAN B
172210	ELECTION TECHNICIAN C
133220	ELECTION TECHNICIAN SUPERVISOR
133230	ELECTION TECHNICIAN MANAGER
139900	MINERAL PRODUCTION ANALYST 1
139920	MINERAL PRODUCTION ANALYST 2
139930	MINERAL PRODUCTION SPECIALIST
139940	MINERAL PRODUCTION SUPERVISOR
139960	MINERAL PRODUCTION MANAGER
115530	PARKS DISTRICT MANAGER
115860	PARKS ASSISTANT CHIEF OF OPERATIONS
172810	WLF COMPLIANCE ANALYST A ¹
172820	WLF COMPLIANCE ANALYST B ¹
172830	WLF COMPLIANCE ANALYST C ¹
172840	WLF COMPLIANCE SUPERVISOR ¹
172850	WLF COMPLIANCE MANAGER ¹
172860	WLF COMPLIANCE DIRECTOR ¹

¹ – The job title change for this job code is approved; see Job Title Changes to the Pay Plan.

MISCELLANEOUS CHANGES TO THE PAY PLAN

Implementation Instructions for Miscellaneous Changes:

Agencies shall ensure that all appropriate changes are made in the respective HR system as necessary.

JOB CODE	JOB TITLE	FROM	TO
139900	MINERAL PRODUCTION ANALYST 1	OCC GRP: B1	OCC GRP: F1
139920	MINERAL PRODUCTION ANALYST 2	OCC GRP: B1	OCC GRP: F1
139930	MINERAL PRODUCTION SPECIALIST	OCC GRP: B1	OCC GRP: F1
139940	MINERAL PRODUCTION SUPERVISOR	OCC GRP: B1	OCC GRP: F1
139960	MINERAL PRODUCTION MANAGER	OCC GRP: B1	OCC GRP: F1

JOBS TO BE ABOLISHED FROM THE PAY PLAN

Implementation Instructions for Abolished Jobs:

Existing classified positions allocated to these job titles are required to be submitted to SCS for job correction. If the positions are no longer needed, action shall be taken by agencies to archive the vacant positions in the respective payroll system by the end of the implementation period. These jobs will be removed from the pay plan by SCS once all incumbents have been job corrected to other job titles.

JOB CODE	JOB TITLE
139950	MINERAL PRODUCTION ASSISTANT MANAGER
171530	PARK MANAGER 1
171540	PARK MANAGER 2
171550	PARK MANAGER 3
171560	PARK MANAGER 4
171570	PARK MANAGER 5